

Office of DDM&S/ISAS

Function (activity) title\* M&S Directorate Records Management Program -  
Statutory - Federal Records Act of 1950

Responsible Organization Unit DDM&S Records Management Officer

Resources Allocated:

Personnel:	Staff	Contract	Other	Funds:	
	<u>1</u>	<u>      </u>	<u>      </u>	Personnel	<u>25,500</u>
Total:	<u>1</u>	<u>      </u>	<u>      </u>	Other (list)	<u>      </u>
				Total:	<u>25,500</u>

Brief description of function:

As a DDM&S Records Management Officer serves as the focal point for information management activities in the Directorate. Specifically,

- a. Furnishes guidance and assistance to component records personnel in the development of their records programs including forms analysis and design, retention plans, records control schedules, file systems and procedures, and microfilm systems and equipment
- b. Reviews and audits all or any part of the records program established by the operating offices
- c. Promotes the records program through training and publicity
- d. Maintains directorate liaison with other directorates
- e. Promotes the application of microfilm within the operating offices, makes feasibility studies as necessary, and coordinates the program with the Agency microfilm officer.

Benefits:

An aggressive execution of the above functions will enhance communications among Directorate personnel active in records management. This should be beneficial in helping to reduce costs in the forms production and management, a reduction in volume of records stored, and paper procured, plus exploring the application of more effective and efficient retrieval systems (including COM).

Consequences (impact) of deletion:

There would be no focal point in the M&S Directorate to stimulate

\*Indicate if this function is in support of a statutory, NSCID, DCID, regulatory, interagency agreement requirement.

and coordinate the program such that records management activities would be retarded. Historically, before the advent of the Senior RMO, records control schedules were outdated by from 2 to 10 years; there was only one small, insignificant microfilm project in the Office of Security for vital records (as compared to present on-going projects in OC, OF, OL, OMS, OP, Regulations Control, OS, and OTR), and inter-directorate liaison for the coordination of the program was non-existent. Deletion of the function would deprive component RMO's of technical assistance and guidance which they require periodically as they strive to implement a decentralized records program. The success of such a decentralized effort, which demands strong, central guidance, would thus be placed in serious jeopardy were this function deleted.

Alternatives:

Place the functional responsibility in the Records Administration Branch. The concomitant dilution of effort, if no one was assigned in RAB, would have about the same effect as not having a SRMO. Although the directorate functions and the Agency functions are not mutually exclusive, they do require considerable man hours to effectively coordinate and stimulate the program.

Possible incremental changes, with resource requirements:

Presently, one man year is devoted to this function. An incremental change would be tantamount to a deletion of the function.

Programs/Functions (Summary)

FY 1974

	Program or Function - Sub-programs	Positions Allocated			Funds
		Staff	Cont	Other	
1.	M&S Directorate Records Management Statutory - Federal Records Act of 1950	1			\$25,500
Total*					\$25,500

\*Should equate to Office staff ceiling  
 and funds authorization - FY 1974.